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## IMPORTANT COMMENCEMENT GUEST INFORMATION

*Please review and share this information with all invited guests.*

Dear Graduating Students,

To ensure a smooth, safe, and respectful Commencement ceremony, the following procedures have been established for all guests. It is critical that each graduate communicates these guidelines to their attendees in advance.

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## TICKET REQUIREMENTS

- **All guests must present a valid ticket** for entry.
- **No ticket, no entry—no exceptions.**
- Tickets will be verified for authenticity. Each valid ticket has a **“DO NOT DUPLICATE” sticker** placed over the **Hampton University seal** on the back.
- Once checked, **tickets will be collected** and **cannot be returned** to the guest.

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## RE-ENTRY POLICY

- Guests who exit the venue must visit the **ticket booth** to obtain a **re-entry armband**.
- Re-entry is allowed **only through Doors A or C**.
- Armbands must be surrendered upon re-entry.

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## VENUE CAPACITY & OVERFLOW

- **Once the Convocation Center reaches full capacity**, additional guests will be directed to:
  - **Outdoor seating areas** near the Convocation Center fountain, or
  - The **Student Center**, where the ceremony will be **live-streamed at both locations**.

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## SEATING INSTRUCTIONS

- Guests may only sit in the building for which their ticket was issued.
- **No one is allowed on the floor level** unless they require **handicapped seating accommodations**, in which case **one attendant may accompany** them.
- **Ushers will assist** those needing accessible seating.
- **Saving seats or blocking off rows** is strictly prohibited.

## ACCESSIBLE PARKING & WHEELCHAIR INFO

- **Handicapped parking is available in Lot 11** at the Convocation Center.
- **Wheelchairs are NOT provided** by the University. Guests needing a wheelchair should arrange rentals in advance through a **local pharmacy**.

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Thank you for helping make this a successful and dignified celebration for all. We look forward to honoring your achievement!

— **Hampton University Commencement Committee**